



STATE OF WASHINGTON  
MILITARY DEPARTMENT  
EMERGENCY MANAGEMENT DIVISION

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October 6, 2004

TO: 911 County Coordinators with State Contracts  
FROM: Robert Oenning, Washington State E911 Coordinator  
SUBJECT: 2005 Contract Travel Policy

A handwritten signature in black ink, likely of Robert Oenning, the E911 Coordinator.

This policy formalizes travel authorized through the state E911 Wireline Operations & Wireless Operations Policies and applies to counties that have current Wireline Operations and Wireless Operations contracts with the state office for reimbursement from state 911 funds. The types of travel for counties with state contracts involve attendance at E911 Advisory Committee meetings, attendance at the quarterly 911 Coordinator Forums, and participation in sub-committee work for the Advisory Committee. Training travel will be addressed in the training policy.

Travel reimbursement will follow state and/or county travel policies. Where there is a conflict between state and county travel policies the most economically prudent policy (i.e. least expensive) option will be followed.

Attendance at the monthly E911 Advisory Committee meetings:

1. The 911 County Coordinator in counties with operations contracts is required to attend half (5) of the scheduled monthly Advisory Committee meetings.
2. Reimbursement will be 100 percent of eligible travel costs for the County Coordinator to attend these meetings.
3. Advisory Committee meetings are scheduled to begin at 9:30 in the morning to allow Coordinators time to travel during the day of the meeting and reduce the need for lodging to a minimum number of people. Coordinators who must travel two or more hours one way from home or work (whichever is closer to the meeting location) will be authorized lodging and per diem reimbursement.
4. Travel to attend more than half of the Advisory Committee meetings will not be eligible for reimbursement.
5. Attendance of other county/911 staff at the Advisory Committee meetings is encouraged but not eligible for reimbursement.
6. Reimbursement for County Coordinators will be made as a line item through the Contracts: 60% on the wireline and 40% on the wireless contracts.
7. Reimbursement is dependent on available funding.

Attendance at the quarterly 911 Coordinator Forums:

1. The 911 County and MSAG Coordinators in counties with state contracts are required to attend all the scheduled quarterly 911 Coordinator Forums.
2. Reimbursement will be 100 percent of eligible travel costs for the County and MSAG Coordinators to attend these meetings. .
3. Coordinator Forums are scheduled to begin at 8:00 in the morning to allow Coordinators time to travel during the day of the meeting and reduce the need for lodging to a minimum number of people. Coordinators who must travel more than fifty miles one way from home or work (whichever is closer to the meeting location) will be authorized lodging and per diem reimbursement.
4. Attendance of other county/911 staff at the Coordinator Forums is encouraged but not eligible for reimbursement.
5. Reimbursement is dependent on available funding.
6. Reimbursement for the MSAG Coordinators will use the 60/40 split if one person is both the Wireline and Wireless MSAG Coordinator and will be reimbursed 100% under the corresponding contract if different people are the Wireless MSAG and Wireline MSAG Coordinators.

Participation in 911 Advisory Committee Sub-Committee work:

1. County Coordinators are encouraged to become active in the various work groups and sub-committees created by the state E911 Advisory Committee. Committee meetings are typically scheduled to allow maximum participation with a minimum requirement for lodging.
2. County 911 Coordinators will only be reimbursed for travel costs. Substitutions will not be allowed, and coordinators must participate in a minimum of 75 percent of the meetings or group activities. The chair of each sub-committee or work group will provide the state office a current list and attendance for the group activities.
3. All eligible travel expenses, to include lodging (if needed), will be reimbursed at 100 percent by the state office and not through the operations contract. An A-20A form must be completed and submitted to the state office within 45 days of the last date in travel status to be reimbursed. Anyone requesting lodging reimbursement from the state office must have costs equal to or less than what would have been incurred at the designated lodging establishment for that meeting.
4. Coordinators must make their own lodging accommodations directly with the facility.
5. Lodging for meetings that occur the day prior to the monthly scheduled E911 Advisory Committee will be reimbursed at 100 percent under the following conditions:
  - a. The sub-committee meeting must be scheduled to adjourn not earlier than 1600 hours.
  - b. One-way travel to home or work (whichever is closer) must be greater than 50 miles or one-hour driving time.
  - c. Location of the sub-committee must be in the same city as the Advisory Committee.
  - d. The County Coordinator has attended less than half of the Advisory Committee meetings. If a County Coordinator has attended 50 percent or more Advisory Committee meetings, travel costs to stay over will not be reimbursable.

6. Reimbursement is dependent on available funding.

Meals:

1. Are eligible for reimbursement in conjunction with overnight travel at the approved state rate (see <http://www.ofm.wa.gov/policy/10.40.htm> for meal rates). In order to qualify for meal reimbursement, the entire meal period has to be in a travel status. Meal periods are:
  - a. Breakfast: 0630-0800
  - b. Lunch: 1100-1300
  - c. Dinner: 1700-1830
2. Are eligible for reimbursement for one-day travel after a traveler has been in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day (commonly referred to as the three-hour rule). Example: A traveler departs for a meeting at 0730 in Sea-Tac and returns at 1930. Lunch and dinner would be eligible for reimbursement based on a work schedule of 8:00-5:00.

This travel policy pertains only to travel costs and reimbursements. Coordinators who are not in a travel status cannot request reimbursement for other costs.

Questions on travel reimbursement or policy should be directed to the Customer Support Supervisor at (253) 512-7014 or [k.hardin@emd.wa.gov](mailto:k.hardin@emd.wa.gov).